



ARNOLD SCHWARZENEGGER – Governor
SUNNE WRIGHT MCPEAK, Secretary, Business, Transportation & Housing Agency
JEFF DAVI, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

STAFF SERVICES ANALYST OR ASSOCIATE BUDGET ANALYST

Sacramento

Permanent — Full-time

The Department of Real Estate is recruiting to fill a permanent full-time position in its Sacramento Fiscal office. This position will be filled at either the Staff Services Analyst or Associate Budget Analyst level depending upon the qualifications of the individual selected. The department is located at 2201 Broadway, Sacramento.

Duties of the position may include:

Under the general direction of the Staff Services Manager II, the incumbent will perform the technical, professional tasks within the Budget Operations section.

- Prepare DRE's budget for inclusion in the Governor's Budget, including all related reports and schedules; Controller's Schedule 8; Wages and Salary Gallery; Schedule 9-Equipment; analyze, organize and prepare Schedule 11-Operating Expenses; prepare Transfer of Budget & Allotments; Blanket Expenditure Report.
- Preparation of reports shall include, but are not limited to: identification of data sources; analysis of numerical data and written material; utilization of CALSTARS and NT computer system as well as SAM, Budget Letters and Management Memos to capture data, generate reports, and make recommendations to management.
- Prepare correspondence and write budget change proposals.
- Prepare remittance of daily revenue which includes posting tags, analyzing and balancing daily revenue from cashier's tapes and bank deposits; reconcile with the CALSTARS H03 report.
- Respond to requests for assistance from management/ program staff. Confer with control agencies; field public inquiries, track and distribute petty cash; backup in cashiering section, i.e. opening mail. May serve as lead-person when necessary.

Necessary/desirable qualifications:

- Ability to analyze written and numerical data accurately.
- Interpret and edit written material.
- Excellent written skills.
- Make clear, concise oral presentations.
- Good interpersonal skills with the ability to interact with others at all levels in and out of DRE.
- Ability to organize, prioritize and manage workload.
- Ability to meet mandated timeframes.
- Initiative in researching problems.
- Computer literate with experience in Windows, Word and Excel.
- Dependability and excellent attendance.
- Budget experience.
- Ability to work independently.
- CALSTARS experience.

Salary:

Staff Services Analyst: A \$2632 – 3201
 B \$2850 – 3465
 C \$3418 – 4155

Associate Budget Analyst: \$4111 – 4997

Who may apply: Current State employees at the Staff Services Analyst or Associate Budget Analyst level, those who are transferable to the class at these levels or those individuals with list eligibility. **Priority consideration will be given to SROA/Surplus employees. If you have SROA or Surplus status, please indicate such on your application.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0795

For Information on the position contact:

Diane Westphal, Manager
Fiscal Section
(916) 227-0845 or CALNET 227-0845

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>

Final Filing Date: November 30, 2004

Applicants will be screened based on the Desirable Qualifications shown above and only those most qualified invited to interview.